

## SEM TRIP FINANCIAL REPORT

Title/location of Trip (Activity): \_\_\_\_\_

Dates of activity: \_\_\_\_\_

Leader and Phone Number: \_\_\_\_\_

Co-Leaders: \_\_\_\_\_

**REVENUES:**

Advance from SEM Chapter for deposits: \$ \_\_\_\_\_

Number of participants paying full trip fees: \_\_\_\_\_ x fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (a)

Number of leaders \_\_\_\_\_ x fee paid per leader \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (b)

Non-participants (cancellations) paying deposit: \_\_\_\_\_ x deposit \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Other revenues (explain on back): \$ \_\_\_\_\_

Less refunds for non-participant cancellations: \$ ( \_\_\_\_\_ )

Less reimbursement to SEM Chapter for advance: \$ ( \_\_\_\_\_ )

Less refunds for revenue in excess of expenses: \$ ( \_\_\_\_\_ )

**Total Revenues:** \$ \_\_\_\_\_

**EXPENSES:**

Set-up costs (phone, postage, etc.) \$ \_\_\_\_\_

Lodging and campground fees: \$ \_\_\_\_\_

Food/ meal supplies: \$ \_\_\_\_\_

Park or area permit/user fees: \$ \_\_\_\_\_

Other Expenses (explain on back): \$ \_\_\_\_\_

**Total Expenses:** \$ \_\_\_\_\_

If Total Expenses do not equal Total Revenue, please provide a detailed explanation.

If leaders' fees are fully or partially paid by the participants, then complete the following:

Line 1 = Full trip fee for a participant: \$ \_\_\_\_\_

Line 2 = Participant and leader fees: \$ \_\_\_\_\_ (a) + (b) from above

Line 3 = Number of participants and leaders: \_\_\_\_\_

Line 4 = Line 2 divided by Line 3: \$ \_\_\_\_\_

Line 5 = Line 1 - Line 4: \$ \_\_\_\_\_

Line 6 = Line 5 divided by Line 4: \_\_\_\_\_

Line 7 = Line 6 multiplied by 100: \_\_\_\_\_ %

Line 7 is the percentage by which the leaders trip costs raised the cost to the participants. Line 7 **may not exceed 25%**. If it does, the leaders must make a greater contribution to trip cost and reduce the cost to participants.